

## PROCESS CATEGORY: 3 – CERTIFICATION

### PROCESS: 3.4 – PART 121 AIR CARRIER/OPERATOR CERTIFICATE MANAGEMENT

*Current as of 8/6/01*

	Product/Service	Description
Product or Services	Updated Air Carrier/Operator Certificate, Operations Specifications (OPS SPECS) Minimum Equipment List (MEL), Manuals, etc.	The purpose of this process is to maintain the currency of a Part 121 air carrier/operator's certificate by performing various certificate management tasks. The outcomes of these tasks may result in changes or updates to the operator's certificate and/or supporting documentation.
Portfolio/Process Owner	AFS-900, Certification, Standardization and Evaluation Team (CSET)	
Point of Contact	Name: Lynn Pierce Phone: 1-425-227-2268 E-mail: Lynn.Pierce@faa.gov	
Process Overview	Overview	Tasks
	Certificate management of an air carrier/operator's certificate may span a variety of activities, including program changes and technical administration of the certificate.	<b>3.4.1 Conduct Aircraft Conformity Inspection.</b>  <i>[Note: Other certificate management tasks to be developed]</i>

### 3. Certification

#### 3.4: Part 121 Air Carrier/Operator Certificate Management

##### Task 3.4.1: Conduct Aircraft Conformity Inspection

<b>Purpose</b>	The purpose of this task is to evaluate a Part 121 air carrier/operator's aircraft, prior to its operation under a certificate, to verify the aircraft conforms to its type design and requirements for operation under part 121.
<b>Input</b>	Request for a conformity inspection from the operator, Certificate Management Office (CMO) or Flight Standards District Office (FSDO).
<b>Output</b>	Memorandum/Letter or other documentation of findings.
<b>Interfaces</b>	Air carrier/operator Principle Inspectors Aircraft Evaluation Group (AEG) Aircraft Certification Office (ACO) Aircraft Manufacturer.
<b>Forms</b>	8000-36, Program Tracking and Review Subsystem (PTRS) Transmittal Form 8400-8, Operations Specifications Aircraft Conformity Job Inspection Job Aid
<b>Job Specialty:</b>	1825, Maintenance Inspector 1825, Avionics Inspector 1825, Operations Inspector 1825, Cabin Safety Inspector
<b>Related Performance Tracking and Review Subsystem (PTRS) codes</b>	3423
<b>Conditions</b>	Preparation for this task is performed at the FSDO or CMO. The conformity inspection is usually conducted at the operator's facility.
<b>Knowledge, Skills, and Abilities Required to Perform Task</b>  <i>Code: M= Maintenance Insp A= Avionics Insp O= Operations Insp C= Cabin Safety Insp</i>	<ul style="list-style-type: none"> <li>◆ Knowledge of and ability to apply 14 CFR, parts 21, 25, 33, 43, 91, &amp; 121. <i>[M,A,O,C]</i></li> <li>◆ Knowledge of the purpose and procedures for conducting an aircraft conformity inspection. <i>[M,A]</i></li> <li>◆ Knowledge of procedures for adding and removing aircraft from an operator's certificate, and updating OPS SPECS. <i>[M,A,O]</i></li> </ul>

<p><b>Knowledge, Skills, and Abilities Required to Perform Task (Continued)</b></p> <p><i>Code: M= Maintenance Insp A= Avionics Insp O= Operations Insp C= Cabin Safety Insp</i></p>	<ul style="list-style-type: none"> <li>◆ Knowledge part 121 air carrier maintenance programs e.g., the Maintenance Steering Group 3 (MSG-3) process, Maintenance Planning Document (MPD), Certification Maintenance Requirements (CMR), Maintenance Review Board (MRB), task cards, and life limits. <i>[M,A]</i></li> <li>◆ Knowledge of part 121 air carrier operations programs, e.g., flight cabin crew training program, manual development and revision processes MEL and FCOM, and record keeping. <i>[O,C]</i></li> <li>◆ Knowledge of air carrier/operator weight and balance programs. <i>[M,A,O]</i></li> <li>◆ Skill in reviewing engine, aircraft and component records e.g., Airworthiness Directives (AD), overhaul records, life-limit records, and major repairs and alterations. <i>[M,A]</i></li> <li>◆ Ability to review and compare historical maintenance programs to determine the maintenance tasks required to bridge previous and new maintenance programs. <i>[M,A]</i></li> <li>◆ Ability to evaluate flight deck and cabin configuration for conformity to regulatory requirements (equipment and manuals). <i>[M,A,O,C]</i></li> <li>◆ Ability to work in a team environment and share knowledge and information with other team members. <i>[M,A,O,C]</i></li> <li>◆ Ability to communicate and interact with air carrier management and technical staff (briefings, interviews, and feedback sessions). <i>[M,A,O,C]</i></li> </ul>
<p><b>Task Standard</b></p>	<p>The conformity inspection is conducted in accordance with the CSET Aircraft Conformity Team (ACT) job aid. Findings are recorded clearly and accurately.</p>
<p><b>Misc. Comments</b></p>	<p>None</p>
<p><b>Time Required</b></p>	<p>2 to 7 days</p>
<p><b>Qualifications Required</b></p>	<p>Industry experience in part 121 air carrier operations, and part 121 certificate management experience is highly desirable. <i>[M,O,C]</i></p> <p>Previous experience as Principal Operations Inspector (POI), Principal Maintenance Inspector (PMI), Principal Avionics Inspector (PAI), Aircrew Program Manager (APM) for a part 121 air carrier, or Chairman or member of a Flight Operations Evaluation Board (FOEB), Flight Standardization Board (FSB), Maintenance Review Board (MRB) for part 25 aircraft is desirable. <i>[M,A,O]</i></p>

Airworthiness Inspector Policy/Guidance Table	Laws	Regulations	Orders	Advisory Circulars	General Guidance
<b>Task 3.4.1: Task Variables/Subtasks</b>					
<b>3.4.1.1</b> Determine the type of operation and equipment.					CSET Aircraft Information Form
<b>3.4.1.2</b> Identify Applicable laws, regulations, orders, advisory circulars And other guidance applicable to the type of operation. ♦ Domestic Operation ♦ Flag Operation ♦ Supplemental Operation					ACT Job Aid, Document No. CSET-ACT002, Conformity Inspections  Cargo Aircraft Addendum
<b>3.4.1.3</b> Conduct Aircraft Conformity Inspection	Public Law 103-272, Title 49 US Codes, Subtitle VII, Part A Subpart III	21 Subparts H & L 21.175, 21.179, 21.181, 21.182, 21.183, 21.197, and 21.199 25 Appendix F 25 Subparts D, E, F and G 25.771, 25.772, 25.773, 25.775, 25.783, 25.785, 25.787, 25.789, 25.791, 25.793, 25.801, 25.803, 25.807, 25.809, 25.810, 25.811, 25.813, 25.815, 25.817, 25.851, 25.853, 25.854, 25.855, 25.857, 25.858, 25.901 thru 25.1207, 25.1301 thru 25.1461, and 25.1501 thru 25.1587 39.3 43 Appendices A, B, E and F 43.5 thru 43.16 45 Subparts B & C 45.11 thru 45.15 47.3	8300.10  8300.12  8310.6  8320.13  8340.1  8400.10	AC 00-54 AC 20-5 AC 20-30 AC 20-42 AC 20-53 AC 20-69 AC 20-88A AC 20-94 AC 20-115 AC 20-128 AC 20-129 AC 20-130 AC 20-131 AC 20-136 AC 20-138 AC 20-141 AC 21.2 AC 21-10 AC 21-25 AC 25-9 AC 25-10 AC 25-11 AC 25-12	ACT Job Aid, Document No. CSET-ACT002, Conformity Inspections

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Airworthiness Inspector Policy/Guidance Table	Laws	Regulations	Orders	Advisory Circulars	General Guidance
3.4.1.3 Conduct Aircraft Conformity Inspection (Continued)		91 Subparts E, F and I 91.9, 91.405, 91.411, 91.413, 91.417, and 91.419, 91.507, 91.509 91.411, 91.413, 91.417, 91.419, 91.507, 91.509, 91.511, 91.513, 91.521, 91.535, 91.805, 91.807, 91.809, 91.853, 91.855, 91.857, 91.859, 91.861, 91.863, 91.865, and 91.867 121 Subparts G H, I,J, K, L and V 121.135, 121.139, 121.141, 121.141, 121.153, 121.157, 121.161, 121.171 thru 121.207, 121.211 thru 121.293, 121.301 thru 121.370, 121.367, 121.369, 121.379, 121.380, 121.380a, 121.685, 121.701, 121.703, 121.704, 121.705, 121.706, 121.707, and 121.709. 121 Appendices A, B, G, L and M CAR 4b SFAR 41		AC 25-15 AC 25-16 AC 25-17 AC 25-18 AC 25.19 AC 25.562-1 AC 25.571 AC 25.853-1 AC 25.963-133 AC 25.1309-1 AC 25.1329-a AC 36-3 AC 43-6 AC 43-9 AC 43-12 AC 43.13-2 AC 43-14 AC 45-2 AC 91-RVSM AC 120-41 AC 120-47 AC 120-50 AC 120-55 AC 140.6	
3.4.1.4 Document conformity inspection results.					CSET/ACT Policy/ Procedures Document

## Maintenance & Avionics Inspector Training

Required Training	Course #	Course Title	Type of Training
Related Training	21909	General/Air Carrier Airworthiness Inspector Indoctrination	Academy
	21629	Air Carrier Airworthiness Inspector Advanced Indoctrination	Academy
	21016	Part 21	Academy
	21811	Aircraft Alterations and Repairs	Academy
	21813	Aircraft Maintenance & Reliability Program MSG-3	Academy
	27013	Cargo Inspection and Surveillance (Required if inspecting cargo aircraft.)	Academy
	OJT	On-the-Job Training, Aircraft Conformity Inspection	Local
	21046	Airworthiness Standards for Digital Flight Data Recorders (Avionics Inspectors)	Academy
	21846	Avionics Certification Procedures	Academy
	28443	Emergency Evacuation and Survival Equipment	Academy
	28483	Digital Technology/Familiarization	Academy
	28390	Principles of Composite Structures	Academy
	28417	Repairability of Structural Composites	Academy
	28304	Aging Aircraft and Corrosion Control	Academy
	28999	Aircraft Systems Training	Academy
	22518	Nondestructive Inspection and Evaluation	Academy
Difficulty, Importance, Frequency	Difficulty		Importance
	Frequency		
	Training division will determine.		

Operations Inspector Training				
Required Training	Course #	Course Title		Type of Training
	21607	Air Carrier Operations Indoctrination		Academy
	21621	Job Function Recurrent for Aviation Safety Inspectors, Operations, part 121		Academy
	28443	Emergency Evacuation and Survival Equipment		Academy
	22102	Simulator Evaluation		Academy
	OJT	On the Job Training, Aircraft Conformity Inspection		Local
	21016	Part 21		Academy
Related Training				
Difficulty, Importance, Frequency	Difficulty		Importance	Frequency
	Training division will determine			
Cabin Safety Inspector Training				
Required Training	Course #	Course Title		Type of Training
	21607	Air Carrier Operations Indoctrination		Academy
	21621	Job Function Recurrent for Aviation Safety Inspectors, Operations, part 121		Academy
	00379	Aircraft Cabin Safety Investigation		Academy
	21415	Aircraft Certification Systems Evaluation Programs		Academy
	28443	Emergency Evacuation and Survival Equipment		Academy
	OJT	On the Job Training, Aircraft Conformity Inspection		Local
Related Training				
Difficulty, Importance, Frequency	Difficulty		Importance	Frequency
	Training Division will determine			